



BOOK
ALERT

an *annotated* listing of recently published,
work related reading for City of Tempe employees ...

* If you have requests, comments or suggestions, I can be reached at ext. 5511 or by email at Curt_Peterson@tempe.gov

BASIC EMPLOYEE SKILLS

- 155.232 K67P Knaus, William
The Procrastination Workbook: Your Personalized Program for Breaking Free from the Patterns that Hold You Back. New Harbinger Pub. Inc., 2002. *This doesn't work for me because even if I make one of those self-imposed deadlines, I can never quite get it to loom for me.*
- 153.14 L668R Levy, Benjamin
Remember Every Name Every Time: Corporate America's Memory Master Reveals His Secrets. Simon and Schuster, 2002. *Maybe it's just me, but writing with Magic Marker directly on your temporal lobe I think is getting a bit close to over the top.*
- 158 Z944D Zufelt, Jack M.
The DNA of Success: Know What You Want ...to Get What You Want. HarperCollins Books, 2003. *Let's see - if I know what I want then the protein sequences in the mitochondria of the DNA strand at the appropriate sequenced targeted site along the chromosome - hey this sounds a little too complicated for a self-help book.*

COMMUNICATION

- 658.452 K234M Kaye, Ellen A.
Maximize Your Presentation Skills: How to Speak, Look, and Act on Your Way to the Top. Prima Pub., 2002. *Remember though - the more polished you are, the more trouble you'll have with stage light glare.*

MANAGEMENT

- 650.13
B137M Badowski, Rosanne
 Managing Up: How to Forge an Effective Relationship with Those Above You. Currency, 2003. *And do it without getting a stiff neck.*
- 658.402
B639E Blanchard, Ken and John P. Carlos and Alan Randolph
 Empowerment Takes More than a Minute. 2nd ed. Berrett-Koehler Pub. Inc., 2001. *After all, you'll undoubtedly get stuck on some informational channel detour while the hierarchical thinking pathways are all under reconstruction.*
- 658.3045
D363D Delpo, Amy and Lisa Guerin
 Dealing with Problem Employees: A Legal Guide. Nolo Press, 2001. *So - what's wrong with grounding them in their cubicle and making them do all of their paperwork.*
- 658.314
F778C Fournies, Ferdinand F.
 Coaching for Improved Work Performance. McGraw-Hill, 2000. *Besides, with this approach, if anything goes wrong you can always blame the referees.*
- 658.4063
H458N Heeks, Alan
 The Natural Advantage: An Organic Way to Grow Your Business: 7 Principles for High Performance. Rodale, 2001. *As long as I don't have to have any manure under my desk - okay?*
- 658.402
J778T Jones, Laurie Beth
 Teach Your Team to Fish: Using Ancient Wisdom for Inspired Team Work. Crown Bus., 2002. *The main problem I see with this approach is if you work too closely together you could end up with tangled lines.*
- 658.4092
M382R Martin, Roger L.
 The Responsibility Virus: How Control Freaks, Shrinking Violets - and the Rest of Us - Can Harness the Power of True Partnership. Basic Books, 2002. *It doesn't sound too bad - if the only thing you might be throwing up are your hands.*
- 658.4038
R936C Rumizen, Melissie Clemmons
 The Complete Idiot's Guide to Knowledge Management. CWL Pub. Enterprises, 2002. *Just where is the intellectual capital kept anyway? Isn't it a big white building?*
- 658.1522
Y697M Young, David W.
 A Manager's Guide to Creative Cost Cutting: 181 Ways to Build the Bottom Line. McGraw-Hill, 2003. *Just remember - if you are going to make cuts in the fabric of your organization, use a pinking shears so it doesn't start to unravel.*

SPECIFIC EMPLOYEE SKILLS

- 302.3
C898I Craver, Charles
The Intelligent Negotiator: What to Say, What to Do, and How to Get What You Want - Every Time. Prima Pub., 2002. *If you don't like the methods in the book then how about whinning and persistant in-your-face nagging. Those are both kid tested and kid proven techniques.*

WORK ENVIRONMENT

- 613.71
A545ST Anderson, Bob
Stretching in the Office. Shelter Pub. Inc., 2002. *Stretching on the job is a good thing, as long as you don't accidentally stretch out your workday - OUCH!!!*
- 613.79
B828T Brealey, Erica
10 Minute Stress Relief. Cassell and Co., 2002. *When you're meditating just let anyone with CPR training know when you assume the corpse position.*
- 650.1
G555P Gleeson, Kerry
Personal Efficiency Program: How to Get Organized to Do More Work in Less Time. 2nd ed. John Wiley and Sons, Inc., 2000. *Now I confine chaos and clutter to lunchtime. Now where did I put that sandwich*
- 158.1
H726B Holden, Robert and Ben Renshaw
Balancing Work and Life. DK Pub. Inc., 2002. *Let's see - one hour of leisure is equal to how many pounds of stress? Where is that conversion chart?*
- 650.1
K926H Kriegel, Robert J.
How to Succeed in Business Without Working So Damn Hard: Rethinking the Rules, Reinventing the Game. Warner Books, 2002. *Just think - from now on you'll only have to work dern, darn or dang hard.*
- 650.13
W187W Wall, Bob
Working Relationships: The Simple Truth About Getting Along with Friends and Foes at Work. Davies-Black Pub., 1999. *For example, if you carry around a cheat-sheet of those you are on speaking terms with and those that you aren't - it helps a lot.*